**New Program Proposal**

***NOTE: This form should be used for new certificates, new minors, or new concentrations to existing degrees. For new majors/degrees, complete the HECC new program proposal form as well as this form.***

**New Program name:**

**CIP Code:** (Classification of Instructional Program):

**Impact statement:**

1. What is the expected effect of this program on existing courses (both within your department/program or elsewhere in the SOU curriculum)?

1. Will any prerequisites or other course requirements affect other departments/programs?       If so, the relevant chairs or program directors should be notified to determine if those departments/programs have sufficient capacity to meet these requirements. Please document your research into this possible impact.

1. Program Resource evaluation:
   1. Faculty: Cite faculty availability or needs and impact on other teaching obligations. If additional faculty teaching hours are needed, how will that need be met?

* 1. Facilities: Cite any additional need for classrooms, equipment or laboratory space and how that need will be met.

* 1. Library: Are Hannon Library resources sufficient to meet the needs of this program? (Check with the library staff and ***attach a copy of their report***.)

* 1. Other: Are any other resources needed to support this program? If so, please document them and explain how they will be obtained.

1. Catalog copy for the new program, including requirements and electives.

1. Please provide written verification of contact with the Chair of any other departments or programs affected by the new program.

*4/29/16*